



Scott Walker, Governor  
Dave Ross, Secretary

## UDC-Construction Inspector Certification

### **Your application will not be processed or will be delayed unless you:**

- ☐ 1. Complete the application including signing and dating the first page.
- ☐ 2. Write in your social security number.
- ☐ 3. Attach the specified documents listed on this application.
- ☐ 4. Attach the specified fee listed on this application.
- ☐ 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

<b>Applicant Information</b>	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (mo/day/yr)

**Send application and payment to:** DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.

**Office location:** DSPS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703

**All other correspondence:** DSPS Trades Credentialing, PO Box 7082, Madison, WI 53707 Phone: 608-266-2112. TTY: Contact through Relay or [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov).

### **Application and Exam Fee (nonrefundable): \$40.00**      **class code 7655**

Make checks payable to: State of WI – DSPS. The fee consists of a \$15 application fee and an exam fee of \$25. When the exam is passed, the applicant will pay a \$40 credential fee which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, is effective for four years from June 30<sup>th</sup>.

**Reason for Credential:** Pursuant s. 101.66 (2), Stats., no person may conduct the inspection of one- and two-family dwellings for the purpose of administering and enforcing SPS 320 to 322, including soil erosion rules, unless the person holds a credential issued by the department as a certified UDC Construction Inspector.

**Requirements of Credential:** A person who inspects one- and two-family dwellings as a certified UDC Construction Inspector shall:

- Maintain a record of the inspections made, including the date and the findings of the inspections;

- Provide a copy of the inspection report to the property owner or his or her agent, and
- Make available to the department upon request his or her inspection records.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

## Applying for UDC Construction Inspector Certification

A person may obtain a credential as a certified UDC Construction inspector by either one of the following:

**Method 1** Taking and passing the UDC Construction Inspector certification examination.

**Method 2** Submitting evidence of holding a current certification as a Wisconsin Commercial Building Inspector

### Are you a Veteran?

If yes, please answer the following questions to see if you qualify for a fee waiver.

#### 1. Are you requesting a waiver of your initial credentialing fee under method 1?

☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: \_\_\_\_\_

Your application fee of \$15 will be waived now and your credential fee will be waived once you pass the exam. **You must submit \$25 for the exam fee at this time.**

☐ No Submit the fee of \$40.

#### 2. Are you requesting a waiver of your initial credentialing fee under method 2?

☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: \_\_\_\_\_

☐ No Submit the appropriate fee in the table below.

You may contact DVA at 1-800-WisVets or [www.WisVets.com](http://www.WisVets.com) for assistance in obtaining your DVA Voucher Code.

### METHOD 1 - Examination

**Qualifications for Examination:** In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover SPS 305 of the Wisconsin Administrative Code and SPS 320, 321, 322, and appendix of the Uniform Dwelling Code (UDC). This exam is open book. Copies of current code books may be obtained from Document Sales, (608) 266-3358 or (800) 362-7253. Exams are updated the month after any code changes. When there is a change to Wisconsin Administrative Codes, exams will cover the new code one month after the effective date. The division also offers an explanatory UDC Code and Commentary that may be used to study for the exam. It may be ordered from Document Sales, (608) 266-3358, or (800) 362-7253. It is intended to be a training guide and may not match the current code.

### To schedule an upcoming exam:

- Indicate **FIRST CHOICE (1)** and **SECOND CHOICE (2)** in the event one exam site is full.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen.**
- Keep a copy of this application for your records. You may only schedule one future exam session at a time for each credential type. Applications sent in for multiple exam sites / times will be denied and a refund will not be issued.
- You will receive a letter from DSPS confirming your upcoming exam. Please check this form over carefully upon receipt so that you know when/where to take your exam.
- If you need special accommodations, please contact us at [DSPSSBCredentialing@wi.gov](mailto:DSPSSBCredentialing@wi.gov)

Select one\*: AM (Starts at 8 a.m.) ☐ or PM (Starts at 1 p.m.) ☐

\*some plumbing exams have 2 parts so you will be scheduled for both the AM and the PM session when taking both parts

#### Pewaukee – WCTC Education Center, 800 Main St, Pewaukee, WI 53072

2013 October 15 ☐ November 19 ☐ December 18 ☐

2014 January 8 ☐ February 12 ☐ March 12 ☐ April 9 ☐ May 14 ☐ June 11 ☐

July 9 ☐ August 13 ☐ September 10 ☐ October 8 ☐ November 12 ☐ December 10 ☐

#### Eau Claire – The Plaza Hotel & Suites, 1202 W Claremont Ave, Eau Claire, WI 54701

2013 December 3 ☐

2014 February 26 ☐ April 23 ☐ June 25 ☐ August 27 ☐ October 22 ☐

**Appleton – Fox Valley Technical College, 1825 North Bluemound Dr, Appleton 54914**

**2013** November 5 ☐

**2014** January 22 ☐ March 27 ☐ May 28 ☐ July 23 ☐ September 24 ☐ November 25 ☐

**Education Hours Required to Renew:** The renewal of a credential as a certified UDC-construction inspector which has an expiration date after June 30, 2006, shall be contingent upon the inspector obtaining at least 24 hours of acceptable continuing education by March 30th of the year the credential expires.

### **METHOD 2 – Proof of Current Licensure**

The fee for applying for the credential using method 2 is as specified in the following table:

<b>Month Application is Mailed</b>	<b>Fee</b>	<b>Month Application is Mailed</b>	<b>Fee</b>	<b>Month Application is Mailed</b>	<b>Fee</b>
January	\$50.02	May	\$46.70	September	\$53.34
February	\$49.19	June	\$45.87	October	\$52.51
March	\$48.36	July	\$55.00	November	\$51.68
April	\$47.53	August	\$54.17	December	\$50.85

Record the amount of the fee you will be sending in the box below:

**Fee Submitted (nonrefundable):**  class code 7655

Make checks payable to: State of WI – DSPS. The credential will be effective for four years from June 30. **Attach** to this form a copy of current certification as a Wisconsin Commercial Building Inspector.